

# Membership Information Form

For Office Use Only



Charles C. Spalding Clubhouse  
1704 Waiola Street  
Honolulu, HI 96826

KidTrax ID <input style="width: 90%;" type="text"/>	Member ID <input style="width: 90%;" type="text"/>	Data Entry Rec'd: <input style="width: 60%;" type="text"/>
Member Status <input type="checkbox"/> New <input type="checkbox"/> Renewing <input type="checkbox"/> Former	Active <input type="checkbox"/> Active <input type="checkbox"/> Inactive	Entered: <input style="width: 60%;" type="text"/> ID Issued: <input style="width: 60%;" type="text"/>
Comment: _____ _____ _____		Membership Dates Service: <input style="width: 60%;" type="text"/> Termination: <input style="width: 60%;" type="text"/> Initial: <input style="width: 60%;" type="text"/> Renewal: <input style="width: 60%;" type="text"/>

**HYS Academy Students only:**  
The Annual Membership Fee (\$25) will be paid by HYS.

**Membership is complete only with an attached copy of PROOF OF AGE**   
**(ie birth certificate or ID) and with a signed GUIDELINE FORM.**

*Please Print in Ink or Type*

First Name: <input style="width: 95%;" type="text"/>	Middle Name: <input style="width: 95%;" type="text"/>	Last Name: <input style="width: 95%;" type="text"/>
Name of Person Member Lives With: <input style="width: 95%;" type="text"/>	Home Phone Number: <input style="width: 95%;" type="text"/>	<b>Emergency Contact Name &amp; Relation:</b> <input style="width: 95%;" type="text"/>
Home Address: <input style="width: 95%;" type="text"/>		<b>Emergency Phone &amp; Extension:</b> <input style="width: 95%;" type="text"/>
City: <input style="width: 95%;" type="text"/>	State: <input style="width: 30%;" type="text"/>	Postal Code: <input style="width: 30%;" type="text"/>
		Email Address: <input style="width: 95%;" type="text"/>

**Demographic**

Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Birthdate: <input style="width: 60%;" type="text"/>	Age: <input style="width: 30%;" type="text"/>	Ethnicity:
School Name: <input style="width: 95%;" type="text"/>	Grade: <input style="width: 30%;" type="text"/>	<input type="checkbox"/> African American <input type="checkbox"/> Marshallese <input type="checkbox"/> Cambodian <input type="checkbox"/> Micronesian <input type="checkbox"/> Caucasian <input type="checkbox"/> Native American <input type="checkbox"/> Chinese <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Filipino <input type="checkbox"/> Portuguese <input type="checkbox"/> Hawaiian/Pt. Haw'n <input type="checkbox"/> Samoan <input type="checkbox"/> Hispanic <input type="checkbox"/> Thai <input type="checkbox"/> Japanese <input type="checkbox"/> Tongan <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Laotian <input type="checkbox"/> Other	
Family Totals - Sisters: <input style="width: 30%;" type="text"/>	Lives With: (Circle One)		
Brothers: <input style="width: 30%;" type="text"/>	<b>Both Parents   Mother   Father   Sister/Brother   Grandparent   Aunt/Uncle   Guardian   Other</b>		
Household: <input style="width: 30%;" type="text"/>	Member before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Years: <input style="width: 30%;" type="text"/>	Name of Clubhouse: <input style="width: 95%;" type="text"/>

**Parent/Guardian Information: (Please Print)**

Father's First Name: <input style="width: 95%;" type="text"/>	Father's Last Name: <input style="width: 95%;" type="text"/>	Father's Work Phone & Ext: <input style="width: 95%;" type="text"/>
Father's Employer: <input style="width: 95%;" type="text"/>	Father's Occupation: <input style="width: 95%;" type="text"/>	
Mother's First Name: <input style="width: 95%;" type="text"/>	Mother's Last Name: <input style="width: 95%;" type="text"/>	Mother's Work Phone & Ext: <input style="width: 95%;" type="text"/>
Mother's Employer: <input style="width: 95%;" type="text"/>	Mother's Occupation: <input style="width: 95%;" type="text"/>	
Guardian's First Name: <input style="width: 95%;" type="text"/>	Guardian's Last Name: <input style="width: 95%;" type="text"/>	Guardian's Work Phone & Ext: <input style="width: 95%;" type="text"/>
Guardian's Employer: <input style="width: 95%;" type="text"/>	Guardian's Occupation: <input style="width: 95%;" type="text"/>	

**Medical/Emergency**

<b>Medical Problems/Allergies:</b> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	<b>Medications:</b> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<b>Physician:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Physician Phone:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Preferred Hospital or Clinic:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Hospital Phone:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Insurance Company:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Insurance Policy Number:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Can Member Swim?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	

**General Information**

<b>Military Branch:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Status:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Start Date:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>End Date:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Phone number:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>E-mail:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

**Notes**

<b>Participation in other Youth Programs:</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<b>Hobbies:</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Nickname:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Mother's Maiden Name:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

**Confidential** The following information is necessary for our records and the funding our Organization receives. The answers you provide are completely confidential. Your cooperation in providing this information is both appreciated and necessary.

<b>Medicaid Number:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Check all that Apply:</b> <input type="checkbox"/> <b>SSDI</b> <input type="checkbox"/> <b>SSI</b> <input type="checkbox"/> <b>TANF</b> <input type="checkbox"/> <b>Day Care Voucher</b> <input type="checkbox"/> <b>Food Stamps</b> <input type="checkbox"/> <b>General Assistance</b> <input type="checkbox"/> <b>Free School Lunch</b> <input type="checkbox"/> <b>Vet. Compensation</b> <input type="checkbox"/> <b>Medicaid</b>	<b>Child's Labor Force Status:</b> <table style="width:100%; border: none;"> <tr> <td style="width:50%;">Employed</td> <td style="width:50%;">Unemployed</td> </tr> <tr> <td>Not in Labor Force</td> <td>Unknown</td> </tr> </table>	Employed	Unemployed	Not in Labor Force	Unknown																						
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Not in Labor Force	Unknown																											
<b>Annual Family Income: (Circle One)</b> <table style="width:100%; border: none;"> <tr> <td style="width:50%;">\$23,000 or below</td> <td style="width:50%;"><b>*Income data is confidential and used to secure grant funding to keep membership cost to a minimum.</b></td> </tr> <tr> <td>\$23,001 - \$30,000</td> <td></td> </tr> <tr> <td>\$30,001 - \$42,750</td> <td></td> </tr> <tr> <td>\$42,751 - \$79,250</td> <td></td> </tr> <tr> <td>\$79,251 - \$99,999</td> <td></td> </tr> <tr> <td>\$100,000 and above</td> <td></td> </tr> <tr> <td>Care not to Provide*</td> <td></td> </tr> </table>	\$23,000 or below	<b>*Income data is confidential and used to secure grant funding to keep membership cost to a minimum.</b>	\$23,001 - \$30,000		\$30,001 - \$42,750		\$42,751 - \$79,250		\$79,251 - \$99,999		\$100,000 and above		Care not to Provide*		<b>Child's Family Setting:</b> <table style="width:100%; border: none;"> <tr> <td style="width:50%;">1 Parent Family</td> <td style="width:50%;">Other</td> </tr> <tr> <td>2 Parent Family</td> <td>Unknown</td> </tr> <tr> <td>Extended Family</td> <td></td> </tr> </table>	1 Parent Family	Other	2 Parent Family	Unknown	Extended Family		<b>Disability:</b> <table style="width:100%; border: none;"> <tr> <td style="width:50%;">Hearing Impaired</td> <td style="width:50%;"></td> </tr> <tr> <td>Vision Impaired</td> <td></td> </tr> <tr> <td>Other: _____</td> <td></td> </tr> </table>	Hearing Impaired		Vision Impaired		Other: _____	
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<b>Confidential</b> <input type="checkbox"/> <b>Foster Child</b> <input type="checkbox"/> <b>Adjudicated</b> <input type="checkbox"/> <b>Status Offender</b>	<b>Education:</b> <table style="width:100%; border: none;"> <tr> <td style="width:50%;">Held Back</td> <td style="width:50%;">Poor Grades</td> </tr> <tr> <td>Poor Attendance</td> <td>Drop Out</td> </tr> </table>	Held Back	Poor Grades	Poor Attendance	Drop Out																							
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Poor Attendance	Drop Out																											

I have read the completed application, understand the rules of the Boys & Girls Club of Hawaii and request that my son/daughter/ward be admitted into membership. I have explained the rules to my son/daughter/ward and agree that the Boys & Girls Club of Hawaii will not be responsible for any accident to my child while on the premises or while engaged in any of its activities. I hereby give permission for images on my son/daughter/ward, captured during regular and special activities through video, photo, and digital camera, to be used solely for the purposes of Boys & Girls Club of Hawaii promotional material and publications, and waiver any rights of compensation or ownership thereto.

I give permission for my child to participate in a survey to measure the effectiveness of the Life Skills Training program. This survey will be given at the beginning and ending of the program and will ask questions about tobacco, alcohol, and drug use by my child and his/her knowledge and attitudes concerning alcohol, tobacco and drug use. I UNDERSTAND THAT MY CHILD'S ANSWERS TO THESE SURVEY QUESTIONS ARE STRICTLY CONFIDENTIAL.

Parent or Guardian Signature \_\_\_\_\_

Youth's Signature \_\_\_\_\_

Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

## Charles C. Spalding Clubhouse – Member & Parent Guidelines

### Drop-In Policy

The Charles C. Spalding Clubhouse offers a drop-in program with an Open Door Policy. Members are asked to scan in and out with their membership card when they enter and exit the facility. Members are allowed to come and go at will throughout the program day, but they may only enter and exit the facility once. Youth will not be allowed to re-enter the Club once they choose to leave for the day. Youth must wait inside the Club for their parents or leave the premises to walk home - they may not wait outside for their parents. Parents must wait for their children at the front desk and are not allowed past the front desk without a prior appointment and visitor pass. The BGCH is not a licensed daycare agency.

### Front Desk Fines

If members do not have their ID with them when they enter the Club, they must pay \$1.00 to enter. If members do not have \$1.00 they will receive an IOU note and the parents will be notified. Fines will increase for each day they do not have a dollar or their ID card. If they have lost/damaged their ID and need a new one, new IDs are \$5.00. Parents are encouraged to have youth pay fines with their allowance or own money to help them learn responsibility and accountability. For every 15 minutes after the Club closes that a parent is late to pick up his/her child, they will be charged \$5. After 1 hour, the police will be called to pick up the child.

### What the Club Offers

The Club is a positive place that offers many educational, recreational and social activities. More specifically, our programs promote Academic Success, Good Character & Citizenship, and Healthy Lifestyles. Any youth who becomes a member may participate in all programs and activities offered by the Club (although some age restrictions may apply for certain programs). Caring and trained youth development professionals and outcome-based programs provide guidance in helping members to: discover needs, set goals, pursue interests and nurture talents, as well as broaden viewpoints, dissolve prejudices and resolve conflicts.

### The Five Main Rules of the Club

- Respect the adult leaders
  - Follow instructions, be polite and kind, and listen when adults are speaking to you
- Respect your peers
  - Keep your hands to yourself - physical aggression is absolutely unacceptable
  - Teasing, threatening, intimidation and other forms of bullying are not allowed
  - Leave your peers' belongings alone - do not steal or take what is not yours
- Respect yourself
  - Behave in a way that makes you proud of yourself - no swearing or abusive language
  - Be honest and tell the truth when solving conflicts
- Respect the place
  - Recognize that the Club is a positive environment used by many youth that needs to be safe
  - Take care of program equipment - use it gently, put it back after using it, and use it as intended
  - Keep program spaces neat - throw out trash and clean up after yourself
  - Weapons of any kind (or items that are used to injure another person) are not allowed
  - Possession of (or paraphernalia related to) alcohol, tobacco or illegal drugs on site is prohibited

HAVE FUN!

- Try new programs, get involved and participate and be open to things that are different

### Consequences

Consequences at the Club depend on how the member was being disrespectful. If there is an opportunity to remedy the situation, the member will be asked to do that first. Disagreements and conflicts between children are handled with conflict resolution guided by a program staff. Additionally, members may be asked to complete community service to give back to the Club. If the issue is more severe, parents will be notified of the situation and the consequences that were applied to create a solution. If the child repeatedly demonstrates the same problem, they may be asked to leave the Club for a period of time. Any issues relating to physical violence, possession of weapons or possession of illegal substances will result in automatic suspension. The Club member will be asked to leave the Club for a period of time determined by the Club Director and a parent meeting will be required with a behavioral contract before the member may participate at the Club again.

### Club Tee Shirts

All children participating in a Club-sponsored activity off-site are expected to wear a Club tee shirt. If they are not wearing a Club tee shirt, they will not be permitted to attend the excursion. Parents may verbally agree to cover the cost of the shirt when they pick their child up at the end of the day and the Club will provide the child with a new tee shirt.

### Lost and Damaged Items

The Boys & Girls Club of Hawaii and the Spalding Clubhouse will not be responsible for any lost or damaged items. Youth members are encouraged to leave all valuables at home.

Parent Signature: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## National Youth Outcomes Initiative Survey

Our Club takes part in an annual survey that is used to track the wellbeing of members in Boys & Girls Clubs nationally. Our Club is one of a group of Clubs across the country participating in this survey that asks how members feel about the activities and time they spend at the Club, education plans, and involvement in community service and work.

Additionally, the survey asks about the attitudes and health behaviors of Club members, including questions about nutrition and physical activity. Only teen members **aged 13 and older** are asked additional questions around alcohol, tobacco and other drug use, fighting, arrests, and whether teens are sexually active.

Members will be asked to fill out one survey in the spring during regular Club hours. The survey takes 30-45 minutes to complete, and will be administered online. Participating in this survey will cause no risk to your child. The only potential risk is that some teen members might find certain questions to be sensitive. The survey has been designed to protect your child's privacy. Members will not put their names on the survey, and no member will ever be mentioned by name in a report of the results. All information from the survey is being used to assess the wellbeing of Boys & Girls Clubs members and will be kept completely confidential. Only the Boys & Girls Clubs of America national organization that is conducting the survey will have access to the data. Others will see only reports of the information combined for groups of youth in the study or all youth at a Club. No reports will be shared that show your child's answers on the survey.

Your child will get no benefit right away from taking part in the survey. The results of this survey will help your child and other members of Boys & Girls Clubs in the future by assisting all national Boys & Girls Clubs to develop programming that best meets members' needs. We would like all members at our Club to take part in the survey, but the survey is voluntary. No action will be taken against the Club, you, or your child if he/she does not take part. Additionally, survey participants can skip any questions they do not wish to answer and may stop participating in the survey at any point without penalty. If you would like to see the survey, a copy is available at the front desk. You may review the survey at the Club during regular Club hours between 11:00am-7:00pm.

I **give permission** for my child to participate in the BGCA National Youth Outcomes Initiative Survey.

I **do not give permission** for my child to participate in the BGCA National Youth Outcomes Initiative Survey.

## Project Learn Mentoring Program

With the support of funding from the BGCA national office the Spalding Clubhouse implements the comprehensive Project Learn Mentoring Program. Project Learn provides the framework for nearly all programs in the Club to provide our youth members with opportunities for learning and education through high yield learning activities, or programs that educate youth through fun and engaging activities. All programs within the Project Learn framework are led by knowledgeable adult staff members that serve as mentors to the youth in the small group program. Project Learn aims to enhance youth development in the following areas: health & well-being, positive self-identity, civic and community involvement, moral compass and competencies (education, employment, social, emotional and cultural).

The following programs at the Spalding Clubhouse are examples of programs that fall within the Project Learn Framework:

**Power Hour** is a homework help and guidance program that creates time and space for youth to complete their assignments and other additional learning exercises with the assistance of our trained program staff and volunteer tutors.

**Healthy Habits** is a program designed to teach youth healthy eating habits, dietary guidelines and how to make simple recipes for breakfast, lunch and dinner.

**Girl Power** is a program for girls ages 7-12 that encourages girls to make positive choices in their life, how to maintain healthy friendships and relationships, and to explore a variety of career options.

**Man Hour** is aimed toward Club boys ages 10-14 to give them guidelines to understand what it means to be a responsible, respectable man in the Club, in their communities and within their families.

**weRead** is a read-aloud, read-along program for elementary youth that promotes increased literacy in a pressure-free environment with a focus on non-fiction books to increase understanding in the sciences.

**Charlie's Snack Shop** is a job training program for Club youth to introduce them to the world of employment in the Club snack shop. Youth must complete an application, interview and training to become staff members of Charlie's.

**Mad Science** encourages youth to exercise their curiosity and learn more about physics, chemistry and biology through a variety of hands-on experiments.

**Media** programs in the iMac computer lab are aimed to increase computer literacy and introduce youth to a variety of digital arts including photography, graphic design and filmmaking.

**Financial Literacy** teaches teen youth the foundations of budgeting, creating a savings, spending wisely and making financial decisions for their future.

**Torch Club** and **Leaders in Training** (for teens) are service-learning programs that connect Club youth to their communities and broaden their world views.

*To best implement our mission, all youth in the Club will be encouraged to participate in programs such as these on a regular basis to enable them to become responsible citizens.*

I, the parent or legal guardian for \_\_\_\_\_ hereby give my permission for my child to participate in the Project Learn Mentoring program at the Boys & Girls Club. I understand that my child will be guided by paid staff and/or volunteer mentors, all of which have been screened (including a criminal background check) and trained before beginning the program. I give the Boys & Girls Club Unit Director permission to obtain my child's academic and attendance records from my child's school.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Date